

**BUILDING PERMIT APPLICATION** Rev 09/14

City of Reno  
Community Development Department  
1 E. First Street - P.O. Box 1900, Reno, NV 89505  
(775) 334-2063 · www.reno.gov

**SIGNS**

Case No.: \_\_\_\_\_

Rec'd By: \_\_\_\_\_

<b>Parcel Number:</b>	<b>Address:</b>	<b>Suite:</b>
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**Description of Work:****Business/Tenant Information:**

First tenant

Change of use

Tenant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owners Name \_\_\_\_\_ Phone No.: \_\_\_\_\_

Corporate Office Address: \_\_\_\_\_ email: \_\_\_\_\_

**Contractor Information:**

Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email address: \_\_\_\_\_

Nevada License #: \_\_\_\_\_ City License #: \_\_\_\_\_

**Project Information:**

Valuation: \$ \_\_\_\_\_ Zoning: \_\_\_\_\_

Banner Sq. Footage \_\_\_\_\_ Existing Signs Sq. Footage \_\_\_\_\_

Proposed Sign Sq. Footage \_\_\_\_\_

No. of Proposed Interior Signs \_\_\_\_\_ No. of Proposed Exterior Signs \_\_\_\_\_

Total Sq. Footage of all Signs \_\_\_\_\_

Sign Face Material: \_\_\_\_\_ Sign Thickness: \_\_\_\_\_

Illuminated ?      Yes   ☐   No   ☐   Type of Illumination: \_\_\_\_\_Electrical:   Existing ☐   New ☐   Not Applicable ☐

Amps: \_\_\_\_\_ Volts: \_\_\_\_\_

Mounted: \_\_\_\_\_

Occupancy: \_\_\_\_\_

Planning Case Number: \_\_\_\_\_ Linear Feet of Business on Street Frontage: \_\_\_\_\_

**Plan Requirements:**

The Information provided on the Plans should include:

- 1) A site Plan indicating in detail the proposed location (s) of the sign (s).
- 2) A representation to scale of the height, width, depth of the sign with all copy to be displayed on sign.
- 3) Site plans which show the distance from pole/monument signs to adjacent driveways and lot lines.
- 4) Detailed method of attachment.
- 5) An electrical load including the voltage and amperage.

Note: It is the responsibility of the applicant to provide all applicable information upon submittal of each sign permit. Failure to accurately provide the above information as it applies to this application may delay the processing and approval of the sign permit.

Applicant (print) \_\_\_\_\_ (sign) \_\_\_\_\_